



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.116 Fixed and Non-Fixed Assets

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Authority: Wyoming Statute(s): 9-1-403 9-2-1016; 9-4-217; 25-1-104; 25-1-105. ACA Standard(s): 4-4037; 2-CO-1B-08.		Effective Date: February 15, 2015 Revision/Review History: 02/01/14 02/01/13
		Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #1.102, <i>Procurement</i>		Supersedes Existing Policy :
Approved:		
R.O. Lampert		2-2-15
Robert O. Lampert, Director		Date

REFERENCE

1. ATTACHMENTS

- A. State Auditor's Office: *Capitol Fixed Asset Guide*
- B. State Auditor's Office: *Policy and Procedure related to Inventory Items as a result of increasing the Capital Fixed Asset Thresholds*
- C. State Auditor's Office: *Annual Master Inventory File Statement Form*

2. OTHER

- A. State of Wyoming, Department of Administration and Information, *Procurement Section Purchasing Procedures Manual*, dated January 1, 2011.



I. PURPOSE

- A. **Control and Accountability for Fixed and Non-Fixed Assets.** The purpose of this policy is to establish guidelines for fiscal responsibility and authority and to provide control and accountability over the Wyoming Department of Corrections' (WDOC) fixed and non-fixed assets.

II. POLICY

- A. **Fixed and Non-Fixed Assets.** It is the policy of the WDOC to maintain current and complete inventory records of all fixed and non-fixed assets at each facility, field service office, and Central Office. Fixed asset guidelines shall be followed by all WDOC personnel in order to assure control and accountability of agency assets. Complete physical inventories of fixed and non-fixed assets shall be conducted annually by each facility and field service district and submitted to the WDOC Fiscal Manager no later than the last working day of December each calendar year or as designated by applicable Wyoming state statute or governing agency regulations. (ACA 4-4037; 2-CO-1B-08)
- B. **Compliance with State Requirements.** This policy, together with the applicable Wyoming state statute(s), and policies set forth by the Wyoming State Auditor's Office (SAO) and the Wyoming Department of Administration and Information, shall govern the establishment and maintenance of inventory for all goods purchased in total or in part with State funds, or otherwise held in the name of the State of Wyoming.
1. The inventoried property shall be inspected annually and its value adjusted to current replacement cost(s). All WDOC employees shall assist in securing and compiling the inventory information. WDOC shall utilize the numbering system provided by the Department of Administration and Information by which all tangible personal state property may be identified. Identification numbers shall be affixed to all property.
 2. All WDOC non-disposable, tangible goods shall have either the silver *State of Wyoming Property of Department of Corrections* tag, a fixed or non-fixed asset tag (*i.e.*, 080-xxxxxx) affixed or the number permanently inscribed in a prevalent location.

III. DEFINITIONS



- A. **Business Manager:** Individually, each prison division facility Business Manager or the WDOC Fiscal Manager for the Field Services Division and Central Office.
- B. **Fixed Asset:** A tangible good with a cost of five thousand dollars (\$5,000.00) or more and includes all costs, such as: transportation, installation, discounts, trade-ins, *etc.*
- C. **Non-Fixed Asset:** A tangible good with a cost of five hundred dollars (\$500.00) to four thousand, nine hundred ninety-nine dollars and ninety-nine cents (\$4,999.99) and includes all costs, such as: transportation, installation, discounts, trade-ins, *etc.*
- D. **Tangible Goods:** Supplies and equipment that are purchased for official state business.
- E. **SAO:** The Wyoming State Auditor's Office.
- F. **WOLFS:** Wyoming On-Line Financial System is designated as the State of Wyoming's uniform state accounting system required under W.S. 9-4-217(a).

IV. PROCEDURE

- A. **Non-Fixed Assets.** Non-fixed assets will not be maintained on WOLFS. The State Auditor's Office (SAO) provides a monthly report that details purchases of goods entered into WOLFS and coded as equipment. The report is located online (at http://sao.state.wy.us/agency_indx.htm in the "Capital Fixed Assets and Inventory" section "Inventory Monthly Report"). The report may not contain all equipment purchases within the dollar value designated for non-fixed assets. SAO policy requires that WDOC maintain accurate and current records of all non-fixed asset purchases and compare these records to the SAO report.
 - 1. Business Managers shall maintain an accurate, up-to-date spreadsheet, based upon the SAO template, documenting all non-fixed assets for their respective facility or division. The template includes, but is not limited to, the following information: location, assigned to, serial number, model number, manufacturer, non-fixed asset tag number, cost, item description, date purchased.
 - 2. Business Managers are responsible for requesting and placing pre-printed numeric non-fixed asset property tags (*i.e.*, 080-NXXXXXX) on the appropriate non-fixed assets as soon as possible after acquisition. Non-



fixed asset property tags may be obtained from the WDOC Purchasing Manager upon request.

- B. Fixed Assets.** Agency fixed assets shall be maintained on WOLFS in accordance with applicable Wyoming state statutes or governing agency regulations. The *WOLFS Financial “Fixed Assets User Guide”* provided by the SAO shall be utilized to assist in initiating and completing required fixed asset documents on the WOLFS.

1. WOLFS Process:

- i.** Upon acquisition of a fixed asset in accordance with WDOC Policy and Procedure #1.102, *Procurement*, and correctly completing the WOLFS payment request (PRC) document with a commodity code flagged as a fixed asset, the WOLFS will automatically generate a fixed asset acquisition (FA) document in the system.
 - a.** If a FA document is not automatically generated, the Business Manager must request a FA shell be generated on WOLFS via email to saocafgroup@wyo.gov.
- ii.** The FA document must be completed with the appropriate equipment information and pre-numbered fixed-asset tag number.
 - a.** Business Managers are responsible for insuring the placement of the pre-printed numeric fixed asset property tag (*i.e.*, 080-XXXXXX) on the appropriate equipment as soon as the equipment is received. Fixed asset property tags may be obtained from the WDOC Purchasing Manager upon request.

- 2.** The SAO will provide a monthly report (by agency number) that details any purchases deemed fixed assets during the specific monthly period. The report is located online (at http://sao.state.wy.us/agency_indx.htm in the “Capital Fixed Assets and Inventory” section “WOLFS Capital Fixed Asset Monthly Report”). The report may not contain all equipment purchases within the dollar value designated for fixed assets.

- 3.** The SAO policy requires that WDOC maintain accurate and current records of all fixed asset purchases and compare these records to the SAO report. Business Managers are responsible for insuring an accurate and current standardized fixed asset inventory spreadsheet is maintained with applicable information documenting all fixed assets for their respective facility or division. The standardized spreadsheet should include, but is not



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- B. When are annual inventories of fixed and non-fixed assets due to WDOC fiscal department?
- C. What forms are utilized to request the retirement of an asset?